

**BY ORDER OF THE COMMANDER
341ST SPACE WING**



**MALMSTROM AIR FORCE BASE
INSTRUCTION 10-201**

19 APRIL 1999

Operations

PYRAMID ALERT/RECALL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, **Readiness**, and outlines responsibilities of the unit during a Personnel Recall or Pyramid Alert Notification and provides specific instructions for strength reporting and recall message preparation. It applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB. The Personnel Readiness Unit (PRU), 341 MSS/DPMX, is the office of Primary Responsibility (OPR) for this program.

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SUMMARY OF CHANGES

This revision adds the requirement to send a copy of all unit recall rosters to 341 SW/CP monthly (**1.2.** and **3.1.3.**); adds the requirement for each individual to provide a contact phone number for recall rosters (**1.3.**); adds the definition of "Accounted For" (**2.1.**), "Control Center Personnel" (**2.3.**), "Crew Rest" (**2.5.**), "Other Status" (**2.6.**), "Present for Duty" (**2.10.**), "Pyramid Alert System" (**2.11.**), "Pyramid Alert Notification" (**2.12.**), and "Unaccounted for Personnel" (**2.14.**); changes the definition of "Personnel Recall" (**2.9.**); deletes the definition of "Local Area"; authorizes the use of pagers, beepers, and cellular phones at the Commanders discretion for Six-Ring Alert (**2.13.**); adds the requirement to establish a means to verify that the Pyramid Alert Notification has been completed (**3.1.6.**) and requires the notification of the Commander above them when the PAN is complete (**3.1.7.**); adds requirement to establish pro-

cedures to notify dorm residents of recalls (3.1.8.); adds responsibilities under the "Individuals will:" section (3.3.1., 3.3.2., 3.3.3., and 3.3.5.); adds responsibilities for "Personnel Recall Accounting Procedures" (4.); changes reporting procedures (4.3.1.), message procedures (4.3.2.), adds notification of the Simulated Switch (4.3.3.), adds responsibilities during Real World Recalls (4.3.4.), deletes requirement for a letter recalling personnel TDY in the local area, and deletes crew rest personnel instructions under "Each UCC will:" section; changes procedures for recalls during duty hours (5.); changes the office that will supply runners to the Command Post from Job Control to 341 LSS Logistics Operations Center (6.1. and 6.2.); adds requirement to identify unlisted telephone numbers (UL) with an asterisk "*" on recall rosters (7.1.1.); directs the inclusion of an "Instructions for Use" heading on recall rosters (7.2.); adds requirement for an "as of" date on recall rosters (7.4.); changes statement to be added to all recall rosters (7.5.); changes the Pyramid Alert Configuration (Attachment 1); deletes the Sample Recall Letter of TDY/Leave attachment listed in the previous instruction; and changes the Required Statements Used During Recall (Attachment 5). A Bar (|) indicates revisions from the previous edition.

1. Policy. Implement the Pyramid Alert System (PAS) as directed locally or by higher headquarters to inform individuals of a condition that requires their participation and for recall of required personnel.

- 1.1. It is essential to the success of the PAS that all personnel complete the pyramid alert, relay instructions received verbatim, and then report to duty (if required) expeditiously and safely.
- 1.2. All organizations, squadrons, and staff agencies must prepare, keep current, and distribute pyramid alert recall rosters to all assigned personnel. Additionally, a current copy of each recall roster must be provided to the 341st Space Wing Command Post (341 SW/CP) at least monthly.
- 1.3. Each individual must provide a phone number or a means of being contacted for use on the recall roster.

2. Terms Explained.

- 2.1. Accounted For. Personnel in this category are not physically at their duty location for reasons of crew rest, shift work, and Protected Time Off (PTO). These individuals are considered accounted for, but not currently available for duty. During exercises, these personnel will be simulated recalled back to duty.
- 2.2. Battle Staff. The Battle Staff consists of those individuals and agencies listed in the 341 SW Battle Staff Plan.
- 2.3. Control Center Personnel. Personnel assigned to Unit Control Centers (UCC) or to a wing functional control center which acts as a wing focal point for information during contingency, exercise, mobility, etc. (e.g. Personnel Readiness Center).
- 2.4. Covert Alert. Notification of essential personnel without undue alarm to the local population.
- 2.5. Crew rest. Personnel are on crew rest if they are the next crew to come on shift or have just completed a shift. If coming off shift, only the first 8 to 12 hours after a shift is considered crew rest, dependent on normal shift length. If scheduled for the next shift, only the 8 to 12 hours before a shift is considered crew rest, again dependent on normal shift length. At all other times, personnel are "off" and subject to recall. All personnel must respond to a national emergency recall regardless of their crew rest status.

2.6. Other Status. Personnel in this category are not physically at their duty location for reasons of confinement, correctional custody and Airman Leadership School students. Individuals who are enroute to new duty stations but are still assigned to Malmstrom AFB will be included in this category. These individuals are considered accounted for, but not currently available for duty. During exercises, these personnel will be simulated recalled back to duty.

2.7. Overt Alert. Notification of personnel using all available means, e.g. radio, television, sirens, loud speakers, etc. Use overt notification only when directed by higher headquarters.

2.8. Personnel Readiness Center (PRC). The PRC is the focal point for personnel strength accounting and assists in the implementation of the base manpower pool during personnel recalls.

2.9. Personnel Recall. The direction of some or all Malmstrom AFB personnel to report to their primary or wartime duty location.

2.10. Present for Duty. Personnel physically at their duty location.

2.11. Pyramid Alert System (PAS). Procedures and notification rosters used to pass on information to all Malmstrom AFB personnel or to recall personnel to duty. The PAS rosters are often referred to as recall rosters.

2.12. Pyramid Alert Notification (PAN). Use of the PAS roster to pass information to all Malmstrom AFB personnel. A PAN may also be the initiation of a personnel recall.

2.13. Six-Ring Alert. Personnel placed on six-ring alert must be able to respond to a telephone call by the sixth ring. If they are not at the telephone number listed on their recall roster, they will leave a telephone number where they can be immediately contacted by the person responsible for contacting them. Pagers, beepers, and cellular phones may be used to meet this requirement at commander's discretion as long as individuals can verify that the equipment is functional and they remain in range. Telephone answering machine/voice mail DOES NOT satisfy this requirement.

2.14. Unaccounted Personnel. Personnel whose current location or status is unknown; this includes personnel who are AWOL, missing, or duty status/whereabouts unknown (DUSTWUN) status.

3. Responsibilities:

3.1. Unit Commanders and Staff Agency Directors will:

3.1.1. Review Pyramid Alert System rosters for accuracy at least monthly.

3.1.2. Ensure newly assigned personnel are trained on their responsibilities during pyramid alerts.

3.1.3. Ensure the 341 SW/CP has the most current copy of recall roster(s).

3.1.4. Establish a Unit Control Center (UCC) that will act as the unit focal point during pyramid alert, and identify UCC recall monitors to the PRC by letter.

3.1.5. Ensure that personnel are trained to operate the UCC for 24-hour operations when required.

3.1.6. Establish a means to verify that PAN has been completed for the organization.

3.1.7. Upon completion of PAN, notify the commander immediately above them in their chain of command.

3.1.8. Establish procedures to notify all dormitory residents in the event of a recall.

3.2. Commander, Military Personnel Flight will: Ensure an adequate number of personnel are trained to operate the PRC upon initiation of personnel recall.

3.3. Individuals will:

3.3.1. When receiving notice of an alert by any means, initiate their portion of the recall roster (must talk to the individual) and report for duty (if required). Do not delay for personal grooming, meals, etc. Leaving a message with another person or an answering machine/voice mail DOES NOT constitute contact with that person.

3.3.2. When unable to contact an individual within five (5) minutes, notify the next person(s) on the roster and continue the recall process. DO NOT delay notification or reporting, but ensure contact is made at the earliest opportunity.

3.3.3. Make note of the time recalled.

3.3.4. Have a current copy of their recall roster available at all times.

3.3.5. Provide a telephone number or means of being contacted to the person responsible for preparing their recall roster upon assignment to the organization.

3.3.6. Verify (at least monthly) that the information about themselves on the recall roster is correct. Report any changes within 24 hours to the person above them on the roster, their first sergeant, and the person responsible for preparing the recall roster.

3.4. Malmstrom Command Post will:

3.4.1. Upon receipt of proper notification, implement and complete the first level of the PAS according to instructions received ([Attachment 1](#)).

3.4.2. Disseminate changes in condition when directed by the battle staff.

3.4.3. Maintain currency of the runners' communication outage checklist to be used in the event of a communication outage for the first level of pyramid alert notifications.

4. Personnel Recall Accounting Procedures: These procedures are used whenever recall statement 1 ([Attachment 5](#)) is used and recall of personnel is directed.

4.1. Commander, Military Personnel Flight will: Activate the PRC upon notification from the Malmstrom Command Post.

4.2. The PRC will:

4.2.1. Prepare and provide personnel recall status information to the support battle staff, giving the recall strength reported by the units, NLT Recall Hour plus 1:45, 3:15, 12:15 and every 12 hours thereafter until 100 percent accountability has been reached or recall is terminated.

4.2.2. Act as focal point for all personnel actions during periods of increased readiness.

4.3. Each UCC will:

4.3.1. Submit personnel recall status information to include: total number of personnel assigned, TDY (include personnel deployed in support of operations/exercises/inspections), Leave (include personnel on terminal leave for separation and retirement), Hospital/Quarters, Other Status, Unaccounted Personnel and Present for Duty. These reports must arrive at the PRC, by telephone or runner, NLT the following cutoff times: Recall Hour plus 1:30, 3:00, 12:00 and every 12 hours

thereafter until 100 percent accountability is reached or recall is terminated. During communications outages, no extensions to cutoff times will be granted.

4.3.2. Prepare a message recalling personnel from TDY ([Attachment 2](#)) as directed by wing commander or above (for exercises/inspections, messages will ALWAYS be prepared). Messages should be Emailed to the Communications Center. The original message and releasing document must be kept on file for the duration of the exercise/operation. (If delivered by hand, you must provide the original message and releasing document to the Communications Center NLT Recall Hour plus 3:15). NOTE: Use the statement "EXERCISE MESSAGE - DO NOT TRANSMIT" in the Special Instruction and Message Handling Instruction blocks, if the recall is for an exercise. It is very important to leave this out for an actual recall message. Include "MINIMIZE CONSIDERED" in the Message Handling Instruction block and ensure "MINIMIZE CONSIDERED" appears in the releasing document if minimize is in effect for any of the addressees. The commander or designated representative must sign the releasing document. ALWAYS comply with additional restrictions/statements directed by the ground rules for the current exercise/operation/inspection.

4.3.3. (Exercise only) Notify exercise Simulated Switch (SimSwitch) of personnel recalled from CONUS leave status. Information to be provided to SimSwitch will include but not be limited to name, rank, SSAN, leave address and phone number. Additional data may be requested by the SimSwitch personnel.

4.3.4. (Real World Recall) Notify personnel on leave of requirement for immediate recall to duty station. Utilize leave form address and phone number. If unable to contact member at emergency phone number, immediately contact nearest military installation/law enforcement agency for assistance.

5. Recall During Duty Hours. If recall is initiated during duty hours, commanders and staff agency directors will notify all their personnel by the most expeditious means available and comply with the directions of paragraph 4..

6. Communication Outage Procedures:

6.1. During normal duty hours, a Malmstrom Command Post controller will request runners from 341 LSS Logistics Operations Center. The runners will report to the Malmstrom Command Post and will be given lists of personnel to notify. After notifying all personnel on their list, they will report back to the Malmstrom Command Post.

6.2. During non-duty hours, a Malmstrom Command Post controller will request runners from the 341 LSS Logistics Operations Center. The runners will report to the Malmstrom Command Post to receive notification lists, then proceed to the Law Enforcement (LE) Desk, with three (3) separate notification lists to be given to the LE Desk Sergeant. The runners will then report accomplishment of the action to the Malmstrom Command Post and return to duty. The LE Desk Sergeant will dispatch a radio equipped vehicle, if available, with each notification list. After making every effort to notify all individuals and agencies concerned, each LE patrol will proceed to the Malmstrom Command Post and report the notification status. Once Malmstrom Command Post has received completion notification from the LE patrol, the patrol will return to normal duty.

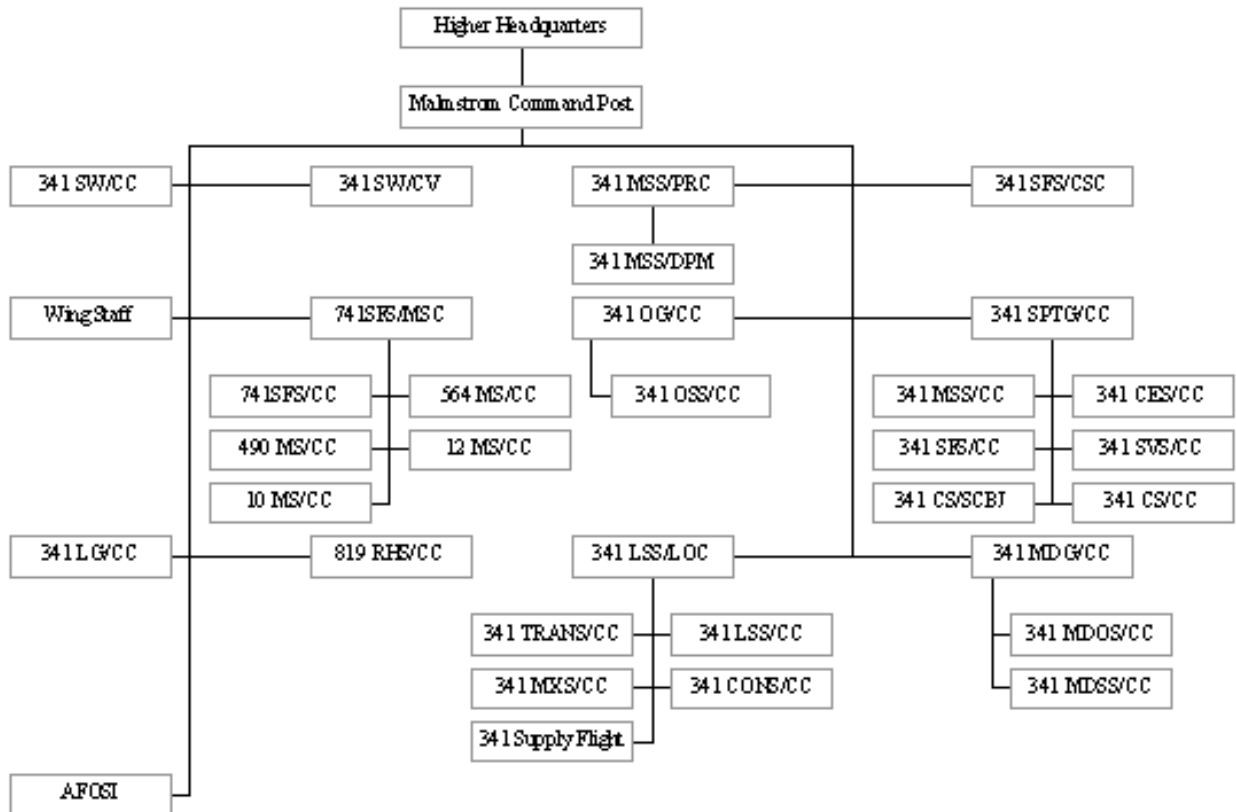
7. Pyramid Alert System (Recall Rosters):

- 7.1. Information on individuals will include name, phone number (if available), and address.
 - 7.1.1. Must identify unlisted phone numbers with an asterisk (*). Release of unlisted number is NOT authorized without the permission of the individual.
- 7.2. Provide all necessary recall instructions, to include procedures during a communications outage, under the heading "Instructions for Use".
- 7.3. Must contain statements identifying the purpose and type of recall, repeated verbatim during recall ([Attachment 5](#)).
- 7.4. Must show "as of" date and identify organization's recall POC.
- 7.5. Per AFI 37-131, place "FOR OFFICIAL USE ONLY" (FOUO) markings in unclassified documents at the bottom of each page containing FOUO information and on the back page (as well as outside front and back covers, if any). Both AFI 37-131 and AFI 37-132 apply to recall rosters. The following statement will be added: "INFORMATION CONTAINED HERE ON IS PERSONAL AND WILL NOT BE DISCLOSED WITHOUT THE CONSENT OF THE INDIVIDUAL. AFI 37-132 AND AFI 37-131 APPLY."
- 7.6. Rosters are for military use only and will not list spouses' names.

J. GREGORY PAVLOVICH, Col, USAF
Commander, 341st Space Wing

Attachment 1

PYRAMID ALERT CONFIGURATION



Attachment 2

SAMPLE MESSAGE - RECALL OF PERSONNEL FROM TDY

UNCLASSIFIED

01 01 170840Z APR 96 PP UUUU

CCQ

NO EXERCISE MESSAGE - DO NOT TRANSMIT

341MSS MALMSTROM AFB MT//CCQ//

92BW FAIRCHILD AFB WA//CC//

UNCLAS F O U O

SUBJ: RECALL OF PERSONNEL FROM TDY

1. THE INDIVIDUAL(S) LISTED BELOW ARE TDY AT YOUR LOCATION AND ARE

RECALLED FROM TDY IMMEDIATELY:

GR/NAME	TDY UNIT	TDY ORDER INFO
TSGT BROWN, DONALD J.	92 BW	TC-0852, 341MSS/15DEC95

2. REQUEST MBR BE RETURNED BY THE MOST EXPEDITIOUS MEANS AVAILABLE.

SIGNED

JEFFREY J. JIM, USAF

COMMANDER 341 MSS

MALMSTROM AFB MT 59402-6857

LEN W. LEWIS, SSGT, NCOIC, CSS
CCQ/7220

MINIMIZE CONSIDERED
EXERCISE MESSAGE - DO NOT TRANSMIT

JEFFREY J. JIM, LTCOL, CC, 220
ORC; 16821

UNCLASSIFIED

171840ZAPR96

Attachment 3

SAMPLE RELEASING DOCUMENT - RECALL MESSAGES

S A R A H D I S K E T T E T A B L E O F C O N T E N T S

RELEASING DOCUMENT

CREATION DATE: 140494

CREATION TIME: 17580000

SARAH VERSION NUMBER: 2.03

MAXIMUM CLASSIFICATION OF THIS DISKETTE: UUUU

HIGHEST CLASSIFICATION OF THE DISKETTE: UUUU

DISKETTE RELEASING OFFICIAL'S NAME: L.L.FRAZEE

ORG: 341 MSS OFFICE: CCQ PHONE: 7220

TOC FILE: 19340

FILENAME	MSGT	PREC	ACTION	DATE/TIME	FILETIME	TOT/ TOR	SPECAT CIC	I	CRC
ATCH2	DD173	RR	UU	REDY	171840ZAPR96		N		16821

*** MINIMIZE CONSIDERED

*** EXERCISE MESSAGE - DO NOT TRANSMIT

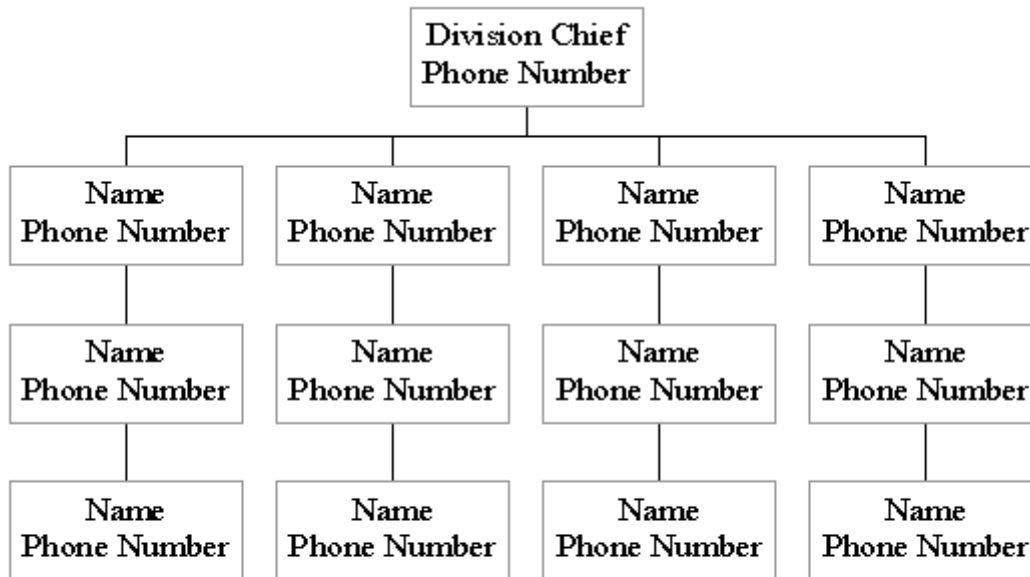
341 MSS/CCQ/7220

ORGANIZATION/OFFICE SYMBOL/PHONE NUMBER

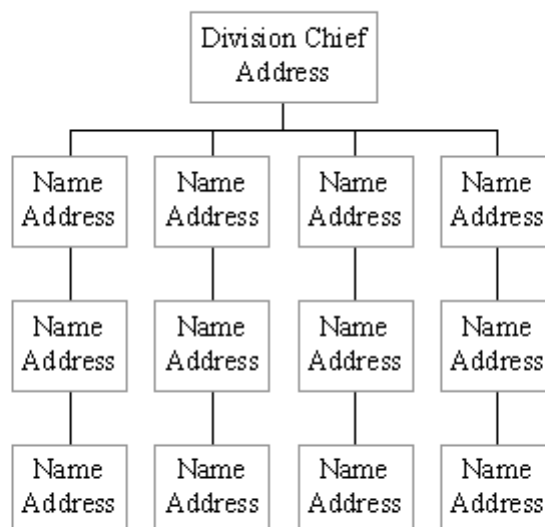
DISKETTE RELEASING OFFICIAL'S SIGNATURE

Attachment 4

SAMPLE PYRAMID ALERT SYSTEM/RECALL ROSTER



SAMPLE COMMUNICATION OUTAGE ROSTER



NOTE: See paragraph 7. for minimum information required to be on recall rosters.

Attachment 5**REQUIRED STATEMENTS USED DURING RECALLS**

Statement 1: "This is a pyramid alert notification. Complete your pyramid alert notifications and report to your duty section immediately. All Primary Battle Staff members report to the Wing Command post at _____L. All Support Battle Staff members report to Wing Command Post at _____L. Recall Hour is _____L."

Statement 2: This is a pyramid alert notification. Complete your pyramid alert notifications and remain on six-ring telephone stand-by. All Primary Battle Staff members report to the Wing Command post at _____L. All Support Battle Staff members report to Wing Command Post at _____L. Recall Hour is _____L."

Statement 3: This is a recall of all Battle Staff and Control Center Members only. All Primary Battle Staff members report to the Wing Command post at _____L. All Support Battle Staff members report to Wing Command Post at _____L. All Control Center personnel report to duty immediately. Recall Hour is _____L."

Statement 4: "This is a test of the pyramid alert notification system. Complete your pyramid alert notifications. Recall of personnel is/is not required. Recall Hour is _____L."

Statement 5: "Recall is terminated. Personnel are released to their normal duties. Complete your pyramid alert notifications."

Additions to statements are unit specific; they MUST NOT dilute the intent of the required statements.